DOCUMENT RESUME

ED 178 240 RC 011 667

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TITLE Resident Program Manual for Teachers and Administrators. First Edition.
INSTITUTION Nassau County Board of Cooperative Educational Services, Westbury, N.Y.
PUB DATE 79
NOTE 22p.

EDRS PRICE MF01/PC01 Plus Postage.
DESCRIPTORS Elementary Secondary Education; *Environmental Education; Equipment; *Experiential Learning; Food Service; *Interdisciplinary Approach; Objectives; *Outdoor Education; Planning; *Resident Camp Programs; Safety; *Teacher Role
IDENTIFIERS Caumsett State Park NY; *New York (Nassau County)

ABSTRACT

Since 1976, the Board of Cooperative Educational Services (BOCES) of Nassau County, New York, has utilized a 1600 acre site at Caumsett State Park for its Outdoor and Environmental Education Program. Once the estate of Marshall Field III, the center retains many historic buildings and provides a unique combination of natural habitats: fields, forests, pond, salt marsh, and seashore. This booklet has been developed to assist teachers and coordinators in planning 2 to 5 day resident programs at the center. Included are: resident program objectives; planning procedures; general information; a sample "RESERVATION REQUEST FORM"; a sample schedule; descriptions of the resident staff, site, accomodations, and food services; a list of recommended clothing and equipment; an emergency care permission form; a parent health survey; parent information; general procedures, rules and regulations; specific dormitory and dining room procedures, rules, and regulations; a summary sheet/checklist for teachers; and a site map. (NEC)

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BOARD OF COOPERATIVE EDUCATIONAL SERVICES OF NASSAU COUNTY
Division of General Services
Office of Outdoor and Environmental Education

BOCES OUTDOOR AND ENVIRONMENTAL EDUCATION CENTER at CAUMSETT STATE PARK

RESIDENT PROGRAM
MANUAL FOR TEACHERS AND ADMINISTRATORS

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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First Edition

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RESIDENT OUTDOOR EDUCATION PROGRAMS

...some common objectives

To prepare students for productive and enjoyable lives, a Resident Outdoor Education Program should be based upon their needs and provide them with opportunities to:

...become involved in interdisciplinary learning, enabling them to be better prepared to solve their problems now and in the future;

...enhance their opportunities for individual achievement;

...develop more personal relationships among fellow students and teachers;

...take part in activities and planning that will develop conceptual, communicative, and computational skills; and

...discover the ecological relationships between man and the natural environment by exploring the ecology of diverse habitats.

Office of Outdoor and Environmental Education
Mr. Norman Skliar, Administrator

Fall, 1979

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- RESERVATION REQUEST FORM
- Clothing and Equipment List
- Health and Emergency Forms

AN INTRODUCTION TO THE CAUMSETT RESIDENT PROGRAM

This booklet has been designed to assist teachers and coordinators in planning a resident program at the BOCES Outdoor and Environmental Education Center at Caumsett State Park. This, along with "Preparing for... The Caumsett Experience," offers detailed information on program goals and objectives, procedures for planning the resident experience, and program descriptions.

Teachers are asked to thoroughly familiarize themselves with these materials and to communicate all needs and interests to the Program Coordinator so that a cooperatively planned, successful program, tailored to the needs of the individual class, will result.

It has been our experience that the statement

I hear and I forget
I see and I remember
I do and I understand

not only applies to those participating in outdoor education programs, but to those planning such experiences. Written materials are self-limiting program descriptions; it is actually through personal contact with the BOCES staff and a visit to the BOCES Center at Caumsett State Park that the scope of this program can be fully realized by administrators, teachers, parents, and students.

Therefore, the following opportunities are available and recommended to offer support for the program and make the planning easier and more thorough, as well as exciting:

1. On-site visits may be scheduled by representatives of the school to fully acquaint teachers and/or administrators with the facility, staff, and program potential.

2. The BOCES Outdoor and Environmental Education staff are available to provide a slide presentation and an introduction to philosophy, programs, and procedures for Board of Education members, students, parents, faculty, and/or administrators. (The slide presentation, complete with an accompanying narrative, is available for a coordinator's personal presentation, as well.)

3. In-service training programs for teachers and administrators, sponsored by the BOCES Office of Outdoor and Environmental Education (brochures available) are held year-round. Special programs may be planned to satisfy the needs of a group from your school or district.

PLANNING

Procedures for arranging a Caumsett Resident Program are detailed in the enclosed booklet, "Preparing for... The Caumsett Experience." An outline of the procedures is as follows:

1. Contact the Program Coordinator at the Nassau BOCES Office of Outdoor and Environmental Education at (516) 997-8700, extension 266 to discuss the program and reserve a date. Teachers should notify the District Outdoor Education Advisory Council member, where applicable, to discuss financial arrangements.

   Costs to consider:

   a. room and board
   b. instruction
   c. transportation
   d. extra salaries (BOCES Consultant Contracts must be completed and signed in advance by all persons who will be paid through a BOCES Claim Form.)

2. Complete the RESERVATION REQUEST FORM, including program selections, and return the white copy to the BOCES Program Coordinator at least two weeks prior to your program. Review all other program materials.

3. Review all curriculum material provided by this office and conduct pre-trip activities in class and/or on the school grounds.

GENERAL INFORMATION

1. Caumsett Resident Programs are available for two to five days, September through June, with the exception of the week between Christmas and New Year's Day.

2. The maximum number of students that can be accommodated per night is thirty (30). The maximum number of adult school personnel that can be accommodated per night is determined by the number of available beds after students are assigned.

3. At least one adult from the school district must stay overnight at Caumsett with the resident group.

4. Two Naturalists per class will provide all instruction. A class of fifteen, or less, may request one Naturalist/Instructor at 1/2 the regular instructional fee.

5. If a school fails to communicate CANCELLATION of a resident date at least two weeks prior to the experience, there will be a charge of $250.00 to cover expenses.

White-Outdoor Education Copy
Yellow-District Coordinator Copy
Pink-Teacher Copy

RESERVATION REQUEST
CAUMSETT RESIDENT PROGRAM

ARRIVAL DATE _____ TIME _____

DEPARTURE DATE _____ TIME _____

DISTRICT _____ PHONE _____

SCHOOL _____ ADDRESS _____

_____ ZIP _____ GRADE _____

TEACHER(S) _____

IS SCHOOL NURSE ACCOMPANYING THE GROUP? ___ NAME _____

PROGRAM SELECTION

Please refer to "The Caumsett Experience" for program descriptions.

SELECT ___ DAY PROGRAMS

___ EXPLORING CAUMSETT'S PAST
___ FOREST ECOLOGY
___ SEASHORE ECOLOGY
___ POND ECOLOGY
___ SALT MARSH ECOLOGY
___ FIELD SUCCESSION
___ GLACIAL GEOLOGY
___ ORIENTEERING
___ SERVICE PROJECT
___ SURVIVAL**
___ ANIMAL TRACKING**

**WINTER ONLY

SELECT ___ PREBREAKFAST PROGRAMS(S)

___ BIRD WALK ___ WEATHER
___ MORNING EXPLORATORY HIKE

SELECT ___ EVENING PROGRAM(S)

___ ASTRONOMY ___ MAMMALS
___ NOCTURNAL AWARENESS
___ WETLANDS NIGHT WALK
___ SKITS, CHARADES

POSTDINNER TEACHER-PLANNED ACTIVITY

_____
_____

Sample
Use the attached three part form.

ANY DIETARY RESTRICTIONS? YES ___ NO ___ PLEASE DESCRIBE ON A SEPARATE SHEET.

NO. OF PERSONS (MAX. 30 STUDENTS)

	APPROX.	FINAL
BOYS	___	___
GIRLS	___	___
MALE TEACHERS	___	___
FEMALE TEACHERS	___	___

To be called in by teacher 2 wks. prior to program.

FOR OFFICE USE ONLY

PM ___ _____ CM _____

CONF _____ PHONE _____

___ PERSONS @ ___ = _____ PLUS

INSTRUCTION @ ___ = _____ TOTAL

B/T 8

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885-GS-779 Rev.

SAMPLE PROGRAM SCHEDULE
Caumsett Resident Program

DAY I		DAY II	
10:00 A.M.	Arrival/Orientation	7:15 A.M.	Early Morning Walk (Weather Study)
10:30 A.M. - 12:30 P.M.	Activity Period I (Seashore Ecology)	8:00 A.M.	BREAKFAST Pack, clean up
12:45 P.M.	BAG LUNCH	9:30 A.M. - 11:30 A.M.	Activity Period IV (Salt Marsh Ecology)
		11:45 A.M.	LUNCH
1:15 P.M. - 3:15 P.M.	Activity Period II (Forest Ecology)	12:30 P.M. - (2:30 P.M.)	Full Activity Period V (Field Succession)
3:30 P.M. - 5:30 P.M.	Activity Period III (Orienteering)		or
			Wrap-Up Group Activity
5:30 P.M. - 6:00 P.M.	Group Initiative Activity (Planned by BOCES Staff)	(3:00 P.M.)	DEPARTURE TIME (Dependent upon pre-arranged schedule.)
6:00 P.M.	DINNER		
6:45 P.M. - 7:45 P.M.	Teacher-Planned Activity		
7:45 P.M. - 9:00 P.M.	Evening Program (Nocturnal Observation)		
9:00 P.M.	Evening Snack		
9:30 P.M.	Lights Out!		

Program options are listed on the Reservation Request Form. This is a sample schedule for the two-day, one-night program. Special arrangements for an extended program can be made by contacting the Office of Outdoor and Environmental Education at (516) 997-8700, extension 266.

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Division of General Services
Office of Outdoor and Environmental Education
Mr. Norman Skliar, Administrator

STAFF

- One Resident Program Director
- Two Naturalist/Instructors who provide instruction and night supervision
- Food Services person responsible for meals
- Mini-Bus Operator for on-site transportation

The Naturalist/Instructors who will be working directly with your class possess diverse educational backgrounds such as Elementary Education, Secondary Education, Biology, and Recreation Education, professional experiences at other outdoor education centers, and participation in in-service workshops, professional conferences, and on-going BOCES Naturalist/Instructor Staff Training programs.

SITE AND ACCOMMODATIONS

BOCES has utilized this magnificent site for its Outdoor and Environmental Education Program since 1976. The 1600 acres encompass a unique combination of diverse natural habitats: fields, forests, pond, salt marsh, and seashore.

Once the estate of Marshall Field III, Caumsett retains many of its historic buildings. The former "summer cottage" and the guest house, located 50 feet behind it, house boys and girls, respectively. Students sleep in small groups with staff and teachers in adjacent rooms. Both buildings are completely winterized, contain modern plumbing facilities, and have been approved for fire safety and health standards.

FOOD SERVICES

Well balanced and nutritious meals are served cafeteria style. Students and teachers must bring lunch the first day. Therein, all meals and snacks, up to and including lunch on the final day, will be provided.

CLOTHING AND EQUIPMENT
(see enclosed list)

Program Equipment

BOCES will provide the equipment necessary for all field programs. Feel free, however, to bring additional equipment, supplies, and reference materials that you feel would be appropriate. Be sure to mark all your equipment for easy identification.

Personal Clothing and Equipment

It is hoped that no new clothing or equipment will have to be bought for the Caumsett Program. Old clothing and walking shoes that are already "broken in" will be most appropriate and comfortable. Accessory equipment not on hand may be available to borrow. All clothing and equipment should be clearly marked with students' names.

Recreational equipment (balls, frisbees), radios, candy, gum, or food (OTHER THAN LUNCH ON THE FIRST DAY) ARE NOT PERMITTED. Money should not be brought; there is nothing to buy.

Laundry facilities are not available to students, so adequate clothing should be brought.

It is Caumsett's policy to continue most learning activities regardless of weather. Students should be made aware of this and bring along appropriate clothing. (Staff and teacher judgement will be used in the event of severe weather conditions.)

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OFFICE OF OUTDOOR AND ENVIRONMENTAL EDUCATION

Note:

Students should be limited to one suitcase or one duffle bag. All items should be marked with students' names.

SUGGESTED CLOTHING AND EQUIPMENT LIST
2 day/1 night

___ Lunch and Beverage for the First Day
___ Sleeping Bag or Sheets and Blanket
___ Pillowcase
___ Bath Towel
___ Wash Cloth
___ Soap and Soap Dish
___ Hairbrush and Comb
___ Toothbrush/Case and Toothpaste
___ Pajamas, Slippers
___ Underwear (2 changes)
___ Laundry Bag and Plastic Bag (for wet towels and/or clothes)
___ 1 Pair Shorts
___ 1 Pair Long Pants
___ 1 Short-Sleeved Shirt
___ 1 Long-Sleeved Shirt
___ 1 Pair Old Shoes, Waterproof Boots, or Sneakers (for Wetland Study)
___ 1 Pair Walking Shoes or Boots
___ 2 Pair Socks
___ 1 Sweater or Sweatshirt
___ 1 Warm Jacket or Coat
___ 1 Raincoat or Poncho and Rainhat
___ Clipboard or Notebook
___ Pencils
___ Camera and Film (optional)
___ Insect Repellent (seasonal)

Please Note:

The type and amount of clothing would vary with the particular time of year and your length of stay.

IMPORTANT:

No gum, candy, or radios are permitted at the site.

HEALTH AND SAFETY

The BOCES Outdoor and Environmental Education Center at Caumsett State Park is equipped with the following safety features:

1. First Aid Room

   A. First Aid Supplies
   B. Oxygen

2. Emergency Equipment

   A. Heat and Smoke Detectors
   B. Fire Alarm System
   C. Emergency Lighting
   D. Fire Doors
   E. Fire Extinguishers

3. Communications System

4. BOCES MINI Bus and Certified Drivers

Policies and Procedures

1. Medical Services

   A. Parents must complete health and emergency forms that are brought to Caumsett by the teacher.

   B. A resident nurse is not required. A twenty-four hour emergency room and registered nurse are on call from Huntington Hospital, 5 miles from the Center.

   C. Several months' notice is needed to schedule a BOCES nurse. Contact the BOCES Program Coordinator.

   D. A district may provide its own resident nurse.

2. Emergency Procedures

   Fire drills are conducted and emergency procedures are reviewed with every resident group.

3. At least one group in a study area carries a walkie talkie to maintain communication with the Director, should a need or emergency arise.

4. Operators who have completed the State Bus Driver Instructional Program provide minibus transportation within the Park.

PARENT INFORMATION

Information Sheet

Teachers may wish to prepare an information sheet for parents explaining the purpose of the overnight experience. It also may include the following information:

- Caumsett State Park is located in Lloyd's Neck, Long Island, north of Huntington.
- Telephone Number: (516) 549-0071
  (to be used only in emergencies)

Notes

Homesickness can be avoided if parents' enthusiasm is apparent to the child. Parents are asked not to emphasize how much everyone is going to miss him/her.

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Office of Outdoor and Environmental Education

PARENT HEALTH SURVEY

Name of Student: _____ Birth Date: _____

Name of Parent(s) or Guardian(s): _____

Phone: (home) _____ Address: _____

(business) _____ _____

In case of illness or accident, where may parents or guardians be reached?

Phone No. _____ OR Phone No. _____

Does your child have any of the following illnesses? (please check)

___Allergies	___Diabetes	___Heart Disease	___Recent Surgery
___Asthma	___Discharging Ear	___High Blood Pressure	___Other
___Bronchitis	___Epilepsy	___Sleep Walking	

Explain each item checked above _____

_____

_____

_____

Does he/she require medication during this stay? If so, please explain _____

_____

Date of Last Tetanus Toxoid Vaccine Received _____

*Does he/she have any dietary restrictions? If so, please explain _____

_____

Date _____ Signature of Parent(s) or Guardian(s) _____

*For the Teacher: If a dietary restriction is indicated, please call our office well in in advance of your trip so that arrangements can be made with Food Services.

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EMERGENCY CARE PERMISSION FORM
for Caumsett State Park Resident Program

In the event your child may need emergency treatment, he/she will be taken to Huntington Hospital.

Below is a form which the hospital has requested that you sign, complete, and return to us so that they may administer proper treatment. Upon receipt of the completed form, we will retain it in our files for presentation to the hospital if the need arises.

PARENTAL PERMISSION TO HUNTINGTON HOSPITAL TO PERFORM EMERGENCY TREATMENT

I hereby grant permission to Huntington Hospital to administer emergency care to my son/daughter, _____, including Tetanus Toxoid, if necessary.

I accept responsibility for all medical expenses.

Date_____ _____Signature

_____Relationship

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PROCEDURES, RULES, REGULATIONS

GENERAL

Rules and Regulations

Throwing of objects is not permitted.

Unless it is part of a particular activity, running is not permitted. (The steep hill behind the Resource Center is off-limits unless a group is walking up, returning from an activity.)

A student must remain with his/her group at all times.

Swimming is not permitted. Supervised, exploratory wading is allowed.

Shoes must be worn at all outdoor study areas and within the resource centers.

No personal collections may be made by students. The importance of returning all living things to their particular habitats should be emphasized. If a teacher indicates an interest in doing follow-up work in the classroom with non-living specimens, the Naturalist/Instructor will determine the types and quantities of samples that may be collected by the students.

Specimens on display in the Resource Center should not be handled.

A pay phone is available for official use by teachers and administrators, but is generally off-limits to students.

Staff and teachers are asked not to smoke in front of students. If you must smoke, please use discretion and leave areas clean. Smoking is not permitted in sleeping areas.

Only BOCES buildings may be entered by students, staff, and teachers. Other buildings are privately owned and/or off limits to the public.

Lights should be turned off when not in use.

Although the park is open daily to the public, private cars are not permitted beyond the "Entrance Booth" unless the occupants are proceeding directly to a BOCES building for a visitation or a program. The park speed limit is 15 mph.

DORMITORY

Rules and Regulations

Sleeping bags should be used on bottom bunks only, if possible.

Students sleeping on top bunks should be tucked in securely.

Luggage and shoes should be stored under the beds to maintain clear passageways during the day and at night.

A student should only be in his/her own room and act quickly when preparing for the next meal, an activity, or bedtime.

At night, no talking is permitted after the lights are out. Bathrooms should be used before retiring.

Pleasant bedtime stories are permissible. A teacher may wish to continue a story from class at this time.

On departure day, each group is expected to leave the facility as it was found. The rooms should be clean and ready for the next group.

Good housekeeping habits should be stressed, including general neatness and consideration for one's personal belongings and those of others.

Fire Precautions and Procedures

Everyone should be familiar with the fire exits and location of extinguishers.

DINING HALL

Procedures

Students are to wash hands, use the bathroom, and assemble.

Trays are picked up upon entering the kitchen.

Food is served cafeteria style.

Seconds are offered, table by table. Each person brings his own tray to the kitchen for seconds.

When everyone is finished eating, each person (by table) scrapes leftover food, throws away trash, and returns his/her tray to the kitchen.

One person from each table sponges the table. Crumbs are placed in the trash can and sponges are returned to the kitchen.

A teacher or staff person dismisses the students.

Rules and Regulations

No food may be taken from the dining room.

No one is to leave his/her table unless instructed.

Depending on the size of the group, there may be a separate table for adults or teachers will eat at student tables.

Serving and clean up procedures will be coordinated by the resident director and staff.

Students will be expected to use proper table manners and maintain proper table conversation.

IMPORTANT SUMMARY SHEET/CHECKLIST

Role of the PROGRAM PLANNING PERSON and/or the CLASSROOM TEACHER:

___Discuss plans with the Outdoor Education Advisory Council member in your district, when applicable. Receive appropriate approval.

___Discuss program goals and objectives, dates, and costs with the BOCES Outdoor Education Program Coordinator.

___Arrange transportation.

___Plan a site visitation (recommended).

___Send a letter to parents.

___Arrange an orientation program for administrators, parents, teachers, and/or students (recommended).

Role of the CLASSROOM TEACHER:

The teacher's enthusiasm and participation are extremely valuable in making this learning experience part of the regular classroom program.

The teacher is responsible for the total learning of the class and should pay particular attention to supervision and discipline so the Naturalists/Instructors can maximize the learning opportunities at the field sites.

If a teacher wishes to be involved in teaching an outdoor education activity, please communicate this prior to the trip. We would be happy to assist you in any aspect of your preparation.

___Complete and return the RESERVATION REQUEST FORM, including indication of your POST-DINNER ACTIVITY.*

___Distribute clothing lists.

___Distribute Health and Emergency Forms. BRING THEM TO CAUMSETT. Make arrangements for medications.

___Divide the class into two coeducational study groups. (If the teacher would like to act as an instructor for one or more sessions, the class can be broken down into three groups for those sessions, reducing the student/teacher ratio.)

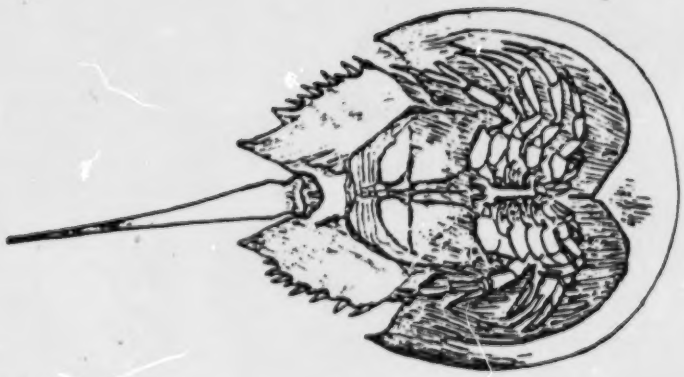
___Pre-trip preparation: In class and/or on the school site.

The Teacher Planned Activity will take place immediately after dinner and last about an hour. This is an opportunity for the teacher and entire class to reflect upon, discuss, and build upon the day's activities.

SUGGESTED ACTIVITIES

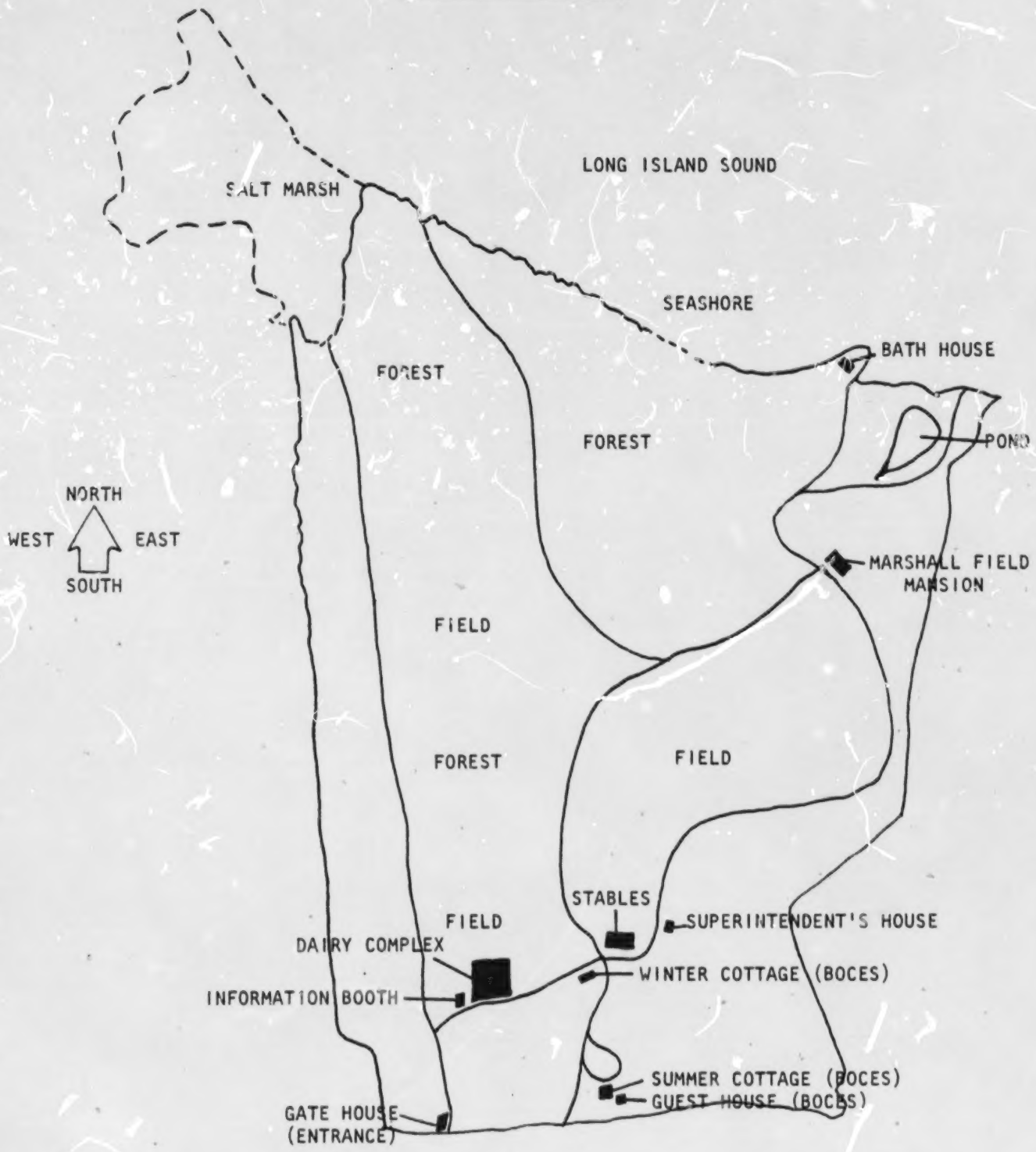
*Microscope Study	Arts and Crafts
*Creative Writing	Singing
Student Journals	*Group Initiative Activities (New Games)

*Offered by BOCES staff as standard resident program activities. We will not duplicate your choice; substitutions will be made by our staff.



If you have any questions, or we can assist you, please contact the Program Coordinator at 997-8700, extension 266.

CAUMSETT STATE PARK



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